DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 872

Page 1 of 4

Kent County Planning Office Division/Unit Agency Item No Description Retention Zoning **Zoning Amendments/Projects/Appeals (Minutes)** Correspondence, zoning maps, drawings, surveys, work Refers to items #1-2 1 papers, master plans, minutes of public hearings, appeal notes Screen annually. Destroy and hearing minutes material having no further administrative, fiscal, legal, or operational value. Retain Major/Minor Subdivisions Road Waivers, Site plan reviews permanently any material mandated by statute or that 2 Plats, subdivision applications, handwritten notes, serves to document the origin, performance bonds, management plans, declaration of development, functions, and restrictions, correspondence, final plats, property transfer record, agreements, etc. accomplishments of the agency. Transfer periodically to the Maryland State Archives. Building permits issued/white/yellow 3 Application, payment form, sediment control form, Retain permanently. Microfilm, drawing of project, specifications, receipt for payment, verify microfilm to ensure that correspondence, site sketch, approval signature, correction all documents have been filmed list, etc. and film is readable. Transfer film periodically to the Md State Archives. Destroy documents White copies of building permits issued includes sketches after film has been checked. of property (separated by district) Yellow copies of application for building permits (separated alphabetical) Approved by Department, Agency, or Division Representative. Schedule Authorized by State Archivist. Date Date Themles & Machenel Signature Shoul C. Paper Signature Type Name <u>Charles D. MacLeod</u> County Administrator Title DGS 550-1 (Rev. 10/92)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. C822

Page 2 of 4

	(Continuation Sheet)	
Item No.	Description	Retention
4	Areas of restricted development plats Plats showing - slope, soil, flood plain, sediment/erosion control, road plan and profile, water, sewage, road proposal plans, soil conservation, water system plans, etc.	Retain for 10 years, then destroy
5	Agenda Packets (include minutes) Files consist of correspondence, planning commission meeting agenda, quarterly subdivision reports, minutes, applications, drawings, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.
6	Grant Files Correspondence, remittance advice from Maryland Department of Environment, grant agreements, grant - in - aid progress reports, commissioner's payment form, mileage reports, contracts, grant request forms, summary sheets, reference material, etc.	Retain for 3 years after grant is closed and until all audit requirements have been fulfilled, then destroy
7	Planning Commission Expenses Expense files consisting of computer generated expense reports, request for journal entries, commissioner's payment form, copies of invoices, correspondence, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
8	Budget Data File consists of organizational charts, correspondence, approved budget work papers, etc.	Same as item #7

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. C 822

Page 3 of 4

	(Continuation Sheet)	
Item No.	Description	Retention
9	Site plans/Blue prints Grading and sediment control plans, final site plans, site improvements, proposed road improvements, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives
10	Board of Appeals Zoning Appeals (includes minutes) Notice of public hearings, application, hearing minutes, pictures of property, drawings, appellants memorandum and supplements, correspondence, etc.	Retain permanently. Transfer periodically to the Maryland State Archives
11	Appeal Board Minutes Typed minutes of Board of Appeal hearings	Same as item #10
12	Miscellaneous planning subject files/general correspondence Easement holdings, capital projects, historic zoning, industrial parks, conservation Consists of correspondence, copy of deeds, grantors, surveys, industrialized building location report, zoning amendments, block grants, manpower, historic preservation nominations, geological surveys, soil surveys, zoning ordinance text change, county road surveys, airport studies, etc. Storm and sediment control files Correspondence, storm water management studies, drawings, storm water management waiver requests, etc.	Refers to items #12-13 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No. C 822

REÇO	RDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 4 of 4
Item No.	Description	Retention
14	Plumbing Commission files Inspection information, sanitary construction projects, expense reports, correspondence, bonds, mileage reports, cash receipts, permits, license renewal cards, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy
15	Plumbing applications for plumbing and house connections Applications, inspection reports, notarized affidavits, inspection approval slips, permits and receipts, etc.	Same as item #14
16	Miscellaneous files Files containing documents reference - Agricultural Advisory Commission, correspondence, LEAA grants, expense reports, reports of building reports issued, Kent County Council of Governments, etc.	Refers to items #16-18 Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain
17	Inactive Project files Correspondence, plats, project quarterly reports, contract change orders, minority business enterprise, utilization reports, periodic estimate for partial payment, outlay reports and request for reimbursement for construction, etc.	permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency.
18	State Clearing House files Stored by town/district/project Consisting of correspondence, summary notification reviews, plats, applications for federal assistance, narrative statements for EPA studies, etc.	Transfer periodically to the Maryland State Archives.
DGS 550-1 A (Rev	10/00)	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS INVENTORY Page Or
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1. DEPARTMENT/AGENCY	PHUNING DEPT	ZONING
DEFINITION - Records Series - A group of related records	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO.	PANNINGDIV	
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 4/23/48

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 574 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO	PANNING OFFICE	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Pes	18. RECOMMENDED RETENTION	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE Feb. 26 1993

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1. DEPARTMENT/AGENCY LENT CO	2. DIVISION PHARKING OFFICE	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and deed as a unit for reference as	s well as retention and disposition purposes.
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 5/ 1997

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
A	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP. MARYLAND 20794	Page Of
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related records	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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H	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>43</u> Or
1. DEPARTMENT/AGENCY	2. DIVISION ,	3. UNIT
KENT CO.	PLANKING DIV	
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (IOGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO.	PLANKING DIV	
DEFINITION - Records Series - A group of related recor		well as retention and disposition purposes.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
A	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page O1
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT Co.	PlANNING DIV	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE AREAS OF	Restricted	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (9GS S59+1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 67 Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Kent Co.	PLANNING DIV	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well 25 retention and disposition purposes.
4. RECORD SERIES TITLE AREAS OF	RESTRICTED	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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PLAIN ETC.	, ,	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ Letter Size ☐ Microfilm	☐ Alphabeticai	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tabe	G Numerical	Computer Tace (\$) PHS
☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number Cideric Feet
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Drawer (s)
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		Computer Tabe(s) Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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12 CURRENT LOCATION(C) (Pide Flee Fleen)	Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE	2 (If yes specify agency or office)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	Yes	No
MILC	u res	L 110
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 2 ₩ ₀	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Keep Por Var 10 114	- Leview after 5 yrs.
□ Yes æ Ño	recon you to gra	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAR 2 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
A	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 62 Or	
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT	
BENT CO	PLANNING DIV.		
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE AGENCIA PROVINCES MINISTER	ACHETS	5. EARLIEST YEAR / LATETEST YEAR	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series?	
FILES CONSISTING CON	OF: CONESPOR	extence-	
QUARTES / Subdivision Reports - MINUTES - Applications - Drawings - etc.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Deller Size	Alphabetical	File Drawer(s) Microfilm Reel (s)	
Legal Size Computer Tage	S Numerical	Computer Tace (s)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number Chibic Feet	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)	
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	By YEAR MONTH	Other (Specify)Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly	O I	Month(s) Pear(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
ATTIC	□ Yes	□ No	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS			
O Yes	□ None □ State □ F	ederal Independent	
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION USE RETENDITION OF	General	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAR 3 1998	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 6 7 Of
1. DEPARTMENT/AGENCY HENT CO	2. DIVISION Planning DIP	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE AGENCIA PR (INCludes MINNATE	rckets	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
FILES CONSISTING		udence.
QUARTES / App	division hepe	Adings; etc.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Deller Size Microfilm	☐ Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
Legal Size Computer Tace	5 Numerical	Computer Table (st
□ Bound Book □ Floppy Disk	□ Chronological	Number Cyclic Feet
□ Audio Tape □ Video Tape	Geographical	10. ANNUAL ACCUMULATION
		□ File Drawer (s) □ Microfilm Reel (s)
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	By YEAR MONTH	Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Much Keep Caree	pondence Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAR 2 1997

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD, SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE-(DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 69 Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
new (v.	Albaliving DIV	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE GRANT FI	les	5. EARLIEST YEAR / LATETEST YEAR 1986 TO 1990
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Agreements; G	PANT-IN-AID, USSIONER'S PA	Progress Syment form- 13; En over
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES MACHIVE AFTER	
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION RETRIE	FET-3YRS-AFET
describe any hardware/software)	GRANTIS CLOSER	And with All
□ Yes	Audit Requiremen	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAR 3 1997

REFERENCE MATERIAL;

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD, SERIES. FORWARD WITH RECORDS RETENTION SCNEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 69 Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO.	Planning DIV	3. SW1
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE GRANT FI	les	5. EARLIEST YEAR / LATETEST YEAR 1956 TO 1990
	information/documents/forms found in the Series. Include RemitTIANCE	·// /
Agreements; G	/a i	Progress Syment form. 13; En oven
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE WHO 3 1998

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
A second	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
HENT CO.	PLANNING DIV		
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE PANNING C EXPENSES	DMM SSIDIO	5. EARLIEST YEAR / LATETEST YEAR	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)	
ATTIC	□ Yes	□ No	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
A.	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page O/	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
HENT CO.	FLANKING DIV		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE PHINNING C EXDENSES	DMM/SSIDIO	5. EARLIEST YEAR / LATETEST YEAR	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Expense Files Condoisting of: Computer			
GENERATED E		5 Regions	
tor Journal	ENTRIES; COM		
PRYMENT FORM; Copies of INVOICES;			
Corresponden	ce; Etc		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Cetter Size	Alphabetical	□ File Drawer(s) □ Microfilm Reel (s) □ Computer Face (s)	
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly	D Number	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
ATTIC	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes No		ederal 🗆 Independent	
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O Yes	have been Filty le	1. Then Destroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
H	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO	PLANNINADID.	
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BULLARIT I	OCIN	5. EARLIEST YEAR / LATETEST YEAR
Diago, V		1963 to 1987
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
File CORSISTS OF : COTTESPONDENCE WOLKPAPERS; etc	DERVINATION)	AL CHARTS.
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WURPHYELD; El	2,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s)
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13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes No	□ None □ State □ F	ederal G Independent
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	have been tuffille	4, THEN COST 1840
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 77 OI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO	PLANNINADIV.	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Budget I	ATA	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of FIRE CORS) 575 OF I CONTESPONDENCE WORKPAPERS; etc.		j
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
elter Size Microfilm	Alphabeticat	□ File Orawer(s) □ Microfilm Reel (s)
D Legal Size D Computer Tace	Numerical	Computer Tace (s)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
□ Daily □ Weekly □ Monthly	Number 0 1	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETIFIED AND THE PROPERTY BY	PORTURIONOTE
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 10000 2 10000

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO.	PLANKINGDIV	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SITE PLANS/	Blue Priots	1979 to 1993
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
GRASING AND Sed	ment Control	Plans-
FINAL SITE PLAN	5- SITE IMPLOY	emeots.
FINAL SITE PLANS	Aprovements	
	,	1 610.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Table	. S Numerical	Computer Table (s) Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number See
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□ Daily □ Weekly □ Monthly	Number D	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	•
□ Yes No	□ None □ State □ F	ederal Independent
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□ Yes No	ACTENTION STATE	Tement
J 162 1/10		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 1.MAN 3 GGT

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION . SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page July Of
1. DEPARTMENT/AGENCY KENT CO-	2. DIVISION PHANICY DIV	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SITE PLANS/AME,	Blue Prots	1989 to 1993
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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FINAL SITE PLANS	5-51/e improv	ements.
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7. RECORD SERIES FORMAT(S)	8: RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size . □ Microfilm	Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tace	© Numerical	Computer Tace (s) Other (Specify) Diox
□ Bound Book □ Floppy Disk	□ Chronological	Number Feet
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
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Drawings	b ond (openin)	☐ Computer Tape(s) ☐ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
□ Daily □ Weekly □ Monthly		Aonih(s)
d Daily d Weekly d Monthly	Number	Tear(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	- MUST Kear - Leneral Retention Statement	
□ Yes No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 1MAN 3 1GG

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>55</u> Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Bd. OF
BENT CO.	DIDKINING PATE	Appents
DEFINITION - Records Series - A group of related reco	rds normally filed and/used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ZONING H	poenla	5. EARLIEST YEAR / LATETEST YEAR
(includes M	WITES)	1994 TO 1994
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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	·	6
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME & GNERC FRET
Letter Size Microfilm	Alphabeticai	O Frie Orawer(s) O Microfilm Reel (s)
✓ Legal Size	- Numerical	Computer Face (s) Other (Specify) BANKS
□ Bound Book □ Floppy Disk	□ Chronologicai	Number 14 BOXES
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
A	YEAR MAPHA	Computer Tabe(s) Other (Specify)
•	Jone Justin	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s) 🗆 Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	.7 (If yes, specify agency or office)
HTTIC/OPPICE	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal G Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIN	opermanently.
© Yes \$7 No	THANS EL FE	ACLICATING 10
	INE MA, SIHIE	HICHIVES.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>55</u> Or	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Bd. OF	
HENT CO.	PLANNING OFFICE	ADDEA/S	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE ZONING H	poents	5. EARLIEST YEAR / LATETEST YEAR	
(includes M)	WITES)	1964 to 1994	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
CONSTRUCTION DE 1201	se of Public Hen	FIX 20 - Applications-	
· / •		my apprent	
HEARING MINUTES.	- PICTURES OF PI	PADECTI.	
DRAIDURE NOO			
unawings; Appell	DUTS MemorA	odym mod	
Supplements- CA	respondence,	- Ta	
11 10 10 10	regularico,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME & CONDIC FORT	
Letter Size a Microfilm	Alphabetical	D File Drawer(s) D Microfilm Reel (s)	
e Legal Size □ Computer Tace	: Numerical	Computer Tace (s) Without (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronologicai	Number 14 BOXCS	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	Cther (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
al a	VERY / Mails	Computer Tape(s) Other (Specify)	
€*	YEAR MAPHA	Number	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily	Number D	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)	
11	Yes	□ No	
47710	1 163	2 1.0	
15. ACCESS RESTRICTIONS (If yes. cite law(s) 3 regulation(s) 16. AUDIT REQUIREMENTS			
□ Yes No	□ None □ State □ F	Federal 🗆 Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	· · · · · · · · · · · · · · · · · · ·		
describe any hardware/software)			
□ Yes 5 ⁄ No		must keep	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21 DATE	
,	EV. TEEL HORE RUBBER	21. DATE 26, 1998	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>58</u> Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO.	DIANIVINA DIV	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Appeal Bon	AND NUTES	5. EARLIEST YEAR / LATETEST YEAR 1963 TO 1969
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Typed MINUTES OF	Bothed of App	en Henrings
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	O Alphabelical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Table	Numerical	Computer Tace (s)
□ Bound Book □ Floppy Disk	□ Chronological	Number in Depit
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Nother (Specify) BOOK	Ciher (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
Approx, HX12"	By Aggerl #	Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
ATTIC	□ Yes <u>· </u>	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PERKS	ANCET, TRANSFER
□ YesNo	PELIDAKANIJIO IN	te mid. STATE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MILL 2 1605

The state of the s		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
#	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u> </u>
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT OD	PLANUING DIV	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Appeal Bon	and MINUTES	5. EARLIEST YEAR / LATETEST YEAR 1963 TO 1969
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	. 1	the purpose or function of the Series)
Typed MINUTES OF	BOAKS OF HPP	CAL HEARINGS
	·	
•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
□ Letter Size □ Microfilm	Alphacetical	□ Microfilm Reel (s) □ Computer Table (s)
□ Legal Size □ Computer Tace	© N umerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological .	Number in Deptit
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Pother (Specify) 43000	□ Other (Specify)	Microfilm Reel (s)Computer Tape(s)
Approx. HX12"	By ARREAL #	Other (Specify)
	-) 1// - 1/	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekiy □ Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
ATTIO	□ Yes	□ No
45 ACCESS DESTRICTIONS (16 uses alle legical 8 consisting (a)	16. AUDIT DEGUIDENENTS	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PERKS	ANCET, TRANSFER
□ Yes	Teriosically 10 /H	re mid. STATE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAN 3 1908

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
A A	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 56 01
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
HENT Co.	Planking Office	
DEFINITION - Records Series - A group of related reço		well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC, PIA	VX) Na Subject	5. EARLIEST YEAR / LATETEST YEAR
FIRS/GENERAL(1985 1985
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
EASEMENT Hold	WGS CAPITAL	Projects;
COUPETOFICZONIN	9 Industrial PA	rks.
UNDER VALIDO CO,	DSISTOF-CARRE	5100150000000
COPY OFT IN	22975	June 1
I Feeds-GK	401013-54ry	eys - Indust -
RIALIZED BUILDING,	LOCATION REPORT	
/ / /		1. LONING
Amendments. Ble	CKARMIS, MI	Morower
<u> </u>	over	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME A CHECK FEET OF THE OFFICE OFFICE OFFICE OF THE OFFICE OF THE OFFICE
a Letter Size Microfilm	Alphabetical	□ Microfilm Reel (s)
Legal Size 🗆 Computer Tabe -	G Numerical DAN	Computer Tace (s)
□ Bound Book □ Floppy Disk	Chronological	Number BEXES
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Olher (Specify)	O Clher (Specify)	Microfilm Reel (s)Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly		Month(s) Year(s)
S bully S Weekly S Monking	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Rogm)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
ATTIC Office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 1 No	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	2017
□ Yes No	Use GENERAL K	CICNIIDIC
y 110	STATEMENT.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		Feb 26 1998

HISTORIC Preservation NOMINATIONS-TEOLOGICAL SURVEYS- SOIL SURJEYS-ZONING DISTINANCE TEXT CHANGE-COUNTY ROAD SURVEYS; AIRPORT STUDIES; eTC.

		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS*550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
A	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 5 6 01
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT .
KENT Co.	PLANKING OFFice	
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC, PIA	VING SUBJECT	5. EARLIEST YEAR / LATETEST YEAR
FIRS, GENERAL (1985 1973
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
EASEMENT Hold	MGS, CAPITAL	Projectss
COUNTED TO TEZONING	9, INSUSTRIAL PA	rks.
UNE MANDE CO.	USIST OF - CONTE	500000000000
Copy of Deader CP	ANTOIS-SUCIA	July 1
Only Jeels Gh.	acional sury	eys - /www.
RIALIZED BUILDING,	OCATION REPOR	7 700/10
Amendments. Ble		an Bourest
	OVER	programa
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME 2 Cycles FEET
of Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s)
	d [™] Numerical	Computer Tace (s)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number BEXES
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s)
		Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Roomi	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
ATTIC	U Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes \$\frac{1}{No}	□ None □ Slate □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Use GENERAL K	eTeNTION !
□ YesNo	STATOMPINT	MUST KLFF
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
The state of the s	The state of the s	21. DATE FELO. 26 1998

HISTORIC Preservation NOMINATIONS-THEOLOGICAL SURVEYS- SOIL SURJEYS-ZONING DILINANCE TEXT CHANGE-COUNTY ROAD SURVEYS; AIRPORT STUDIES; eTC.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP. MARYLAND 20794	Page 57 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Kent Co	PANKING OFFice	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE STOTM AND	Sediment	5. EARLIEST YEAR / LATETEST YEAR
CONTROL Files		1989 to 1989
A	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Correspondence, s	TORM WATER MA	WAGEMENT STUDIES
DRAWINGS STORMUS	nter MANAGem	e et Wairon
0		co, umve
REGIVEOTS ETC.		
•		
7 PECADA SERIES EARMATIS	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S) Microfilm		□ File Drawer(s) □ Microfilm Reel (s)
	□ Alphabetical	Computer Tace (s) a 9665
■ Computer Table	G Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
□ Aug/6 Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
© Other (Specify) DKHWINGS	Other (Specify)	Microfilm Reel (s)Computer Tape(s)
/		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s) 🗅 Year(s)
12 CURRENT LOCATION(C) (Pide Flee Pose)	Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE	22 lif was executy agency or office)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)		
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	·
□ Yes 3 No	□ None □ State □ F	ederal 🗆 Independent
· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	REPENTION USE	TENERAL
□ Yes	REVENTION STR	rement
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAR. 3.1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
A series and the series of the	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP. MARYLAND 20794	Page 57 Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT CO	PANNING OFFICE	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE STOTM AND CONTROL FILES	Sediment	5. EARLIEST YEAR / LATETEST YEAR
Correspondence, s	information/documents/forms found in the Series Include Dorm Water Man After Manual Grant	the purpose or function of the Series) WHYEMENT STUDY WHYEMENT STUDY
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
be Letter Size a Microfilm	□ Alphabeticai	□ File Drawer(s) □ Microfilm Reel (s)
■ Legal Size □ Computer Tace	3 Numerical	Computer face (s) Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number BOX
□ Audio Tape □ Video Tape © Other (Specify) DRHWINGS	© Geographical Clher (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	[? (If yes, specify agency or office)
ATTIC	. Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	-
□ Yes 3√No	□ None □ State □ F	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION MUST	Keop
Q Yes		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 3 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDUZE (BGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
A	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 5 9 01
1. DEPARTMENT/AGENCY	2. DIVISION PLANTINIUM, DIV	3. UNIT
DEFINITION - Records Series - A group of related record	rde normally filed and used as a unit for reference as	well as retention and disposition purposes
4. RECORD SERIES TITLE DILLING L. 1277	^	5. EARLIEST YEAR / LATETEST YEAR
FIRS	OMMISSIDK	1970 to 1983
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
Files CONTAINING	,/NSPECTION/	OF THAIDW
SANTARY CONST	Taction Project	3- Ligense
Reports-Corr.	espondence;	BORDS
	15; CASH RECE	
LICENCE RENEW	PAL CARdo e	TC.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size Microfilm	Alphabetical	V File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Table	© Numerical	2 Computer Table (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number (Make FEET
□ Audio Tape □ Video ₹ape	□ Geographical 2	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify) NDN	□ File Drawer (s) □ Microfilm Reel (s)
		□ Computer Tabe(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Rumber
		Monih(s)
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 1 No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RESTAINS	Requirements
□ Yes \$2 No	Have been fulfi,	Hed THEN DESTROY
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 3 1995

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTOR?
Schedule (1905 3.00-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP. MARYLAND 20794	Page <u>59</u> 01
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
KENT Co.	PHODIOG DIV.	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PLUMBING (DMM155/DK	5. EARLIEST YEAR / LATETEST YEAR
Files	:	19 <u>70</u> to 1983
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
FILES CONTAINING	:/NSPECTION/	OF SUMPLIONS
SANTARY CONST.	TUCTION Project	3- Lagence
	espondence;	
	1	pts; termits.
LICENCE RENEW	PAL CARds. e.	TC.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size Microfilm	 Alphabetical 	□ Microfilm Reel (s)
□ Legal Size □ Computer Face	□ Numerical	Camputer Tabe (s)
☐ Bound Book ☐ Floppy Disk	□ Chronolog:cal	Number CUCK TOOL
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Clher (Specify) NDN	□ Microfilm Reel (s) □ Computer Tabe(s) □ Other (Specify)
·	,	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Tunoc
□ Darly □ Weekly □ Monthly		Month(s) Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 3 No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes 1 √√0	no he	ad & Rey after 3 yrs.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAIR . 3 1995

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED REGORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
200 000 A	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 60 OI
1. DEPARTMENT/AGENCY	1 DIVISION	2 11117
KONT # CD3	PHUDING DIV.	3. UNIT
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PHANESIATE	Applications	5. EARLIEST YEAR / LATETEST YEAR
For Plumbing And	1 House Councilian	1974 to 1989 1987
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Applications-IN		v75-
NOTARIZED A	PFILAVITS,	MOPECTION
HPPROVAL SI	ips, Permits	Au 21
	1 -) 101110100	MAL
heceipts, etc.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tape	1 Numerical	Computer Tage (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number Citted C Feet
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	By Year	Olher (Specify)
	2) /2	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number 5	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes • No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIN WOTH AND	WFOR 3YES AND TREGUITEMENTS
□ Yes No	Have Loons File	- Med THERE DESIGNA
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAR. 3 1998

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
Kin of	P.O. BOX 275 - JESSUP. MARYLAND 20794	Page 60 Or
1. DEPARTMENT/AGENCY HOT #CD3	2. DIVISION FIRMONOG DIV	3. UNIT
DEFINITION - Records Series - A group of related records	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE PHINGING FOR PHINGING AND	ApplicATIONS LHOUSE COUNCETION	5. EARLIEST YEAR / LATETEST YEAR 1977
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Applications - 1K)	spectron Bept	or75-
NOTARIZED A APPROVAL SI. Beceipts, etc.	PFILAVITS, PERMITS	INSPECTION
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
1 Celter Size	□ Alphabetical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Table	₹ Numerical	Computer Tabe (S) Other (Specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronolog:cal	Number Cillic Fee
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Cther (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	By year	Computer Tape(s) Other (Specify)
	by Jenic	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly		Month(s) Year(s)
42 CURRENT LOCATION (C) (C) (C)	Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE	22 /ll yes specify agency or office)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)		
HMIC	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes No	□ None □ State □ F	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes No	<i>→</i>	o reed to keep after 3 yrs
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE NAR. 3 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
H	1.5. don 275 - 300001, miniti 0.115 2515.	
1. DEPARTMENT/AGENCY BUST CD	2. DIVISION PLANNING DIV.	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC. Fil	25	5. EARLIEST YEAR / LATETEST YEAR 1977 to 1981
Corresspond Expense Rep	DOCUMENTS Advisory Co Lence; LEAA PORTS: Report	STE: DAMINISSIDIO- GTANTS- TO OF BUILDING
heforis 1551 Towernmen	red BENT Co.	Council of
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tace	8. RECORD SERIES SEQUENCE □ Alphabetical □ Numerical	9. VOLUME File Drawer(s) Microfilm Reel (s) Computer Face (s) Cither (Specify)
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	Geographical Ciher (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tabe(s) Other (Specify)
		Number
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) ATTIC	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (II yes. cite law(s) & regulation(s) 'Yes No	16. AUDIT REQUIREMENTS □ None □ State □ F	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION USE A	Treveral
U YesNo	Kelention &	Mement
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAY 3 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
··· A	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page (D) Of
1. DEPARTMENT/AGENCY HONT CD	2. DIVISION PLANNING DIV.	3. UNIT
DEFINITION - Records Series - A group of related records	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MISC. Fil	<i>e</i> 5	5. EARLIEST YEAR / LATETEST YEAR 1977 to 1981
Expense Rep		STE: DMMISSIDN- GTANTS- TO OF Building
7. RECORD SERIES FORMAT(S) Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Cther (Specify)	9. VOLUME The Drawer(s) Microfilm Reel (s) Computer Tace (s) Other (Specify) Number Total Annual Accumulation File Drawer (s) Microfilm Reel (s) Computer Tace(s) Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes No	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION NEOD TO ROLLOW BOX -	- sama sharila
O YesNo	Keep Leveen of	- some showld varley - may be able to throw 21. DATE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MICH 2 10

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY Page 6.5 Of
H	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 25 Of
1. DEPARTMENT/AGENCY HENT CO	2. DIVISION PLANOPLY DIV	3. זואט
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
INACTIVE Proje	ect files	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
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Reports, Const	/ _ *	orders
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Reports, Perro	dic Formunie f	CONTINUED !
REGILEST FOR RE	WIT ON LAY ME	JOT TON CODSTRUCTION
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s)
☑ Legal Size ☐ Computer Face	☐ Numerical	Computer Table (s) Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number Mulacher
□ Audio Tape _ □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Wither (Specify) 91475	Other (Specify) By	□ File Drawer (s) □ Microfilm Reel (s)
2 ome (opcom))	De last	Computer Tabe(s) Other (Specify)
	110101	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	U Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal G Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) ———————————————————————————————————	18. RECOMMENDED RETENTION USE	FENERAL STEMENT
□ Yes : 100	KETENTION ST.	Mement
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAN 2 1998

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY Page 6.5 Of
·	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 2 01
1. DEPARTMENT/AGENCY REST CO	2. DIVISION PLANOUNI DIV	3. UNIT
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
INACTIVE Proje	et tiles	TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Correspondence		ject Quienterly
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Reports, Perro	dic Forminge fr	or the second
REGINEST FOR	WIT OUILAYN	STOP CODSTRUCTION
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size	Alphabetical	File Drawer(s) Microfilm Reel (s) Computer Jaco (s)
☑ Legal Size □ Computer Face	D Numerical	Computer Tabe (s) Other (Specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronolog:cal	Number Whickel
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
-DOTHER (Specify) 91475	Q Other (Specify) By	□ File Drawer (s) □ Microfilm Reel (s)
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	11090	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Demonstrate	CI	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
ATTIC	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes	Review yearly	c.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		MAR 3 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 66 Or
1. DEPARTMENT/AGENCY KENT CD-	2. DIVISION PHANKING DIV	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE STATE CKM	KINETHOUSE	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	Afte purpose or function of the Series)
COUSISTING OF: CO NOTIFICATION PER FOR FELERAL ASS	on/DISTIET/S	Projects e. Summer
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
C Letter Size	Alphabetical Numerical Chronological	O File Drawer(s) O Microfilm Reel (s) Computer Tage (s) Other (Specify)
a Audio Tape Other (Specify)	Geographical Citer (Specify) NOW	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number -	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
ATIL	□ Yes	. No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulațion(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) PesNo	18. RECOMMENDED RETENTION USE	THEMENT
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAR 3 1998

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 6 Or
1. DEPARTMENT/AGENCY KENT Co-	2. DIVISION PLANKING DIN	3. UNIT
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE STATE CKEM	RINGHOUSE	5. EARLIEST YEAR / LATETEST YEAR
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7. RECORD SERIES FORMAT(S) C Letter Size	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s)
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11. FILE IS USED Daily Deekly Demonstribly	12. FILE BECOMES INACTIVE AFTER Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS None State F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) PesNo No	18. RECOMMENDED RETENTION ROLL BOTH General Year	ley
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE MAR 3 1998